

Chapter 2.12

CITY CLERK

Sections:

2.12.010	Office Created.
2.12.020	Office Location; General Duties.
2.12.030	Definitions.
2.12.040	Custodian of Records.
2.12.050	Record of Council Meetings; Claims; Licenses.
2.12.060	Records to Be Kept in Office.
2.12.070	Prepare Commissions of City Officers.
2.12.080	Ordinance Books.
2.12.090	Copy of Notices.
2.12.100	Record of Licenses.
2.12.110	Issuance and Renewal of Licenses.
2.12.120	Street Improvement Petitions, Resolutions, Ordinances.
2.12.130	Deliver Resolutions and Communications to City Officers.
2.12.140	Providing Certified Copies of Ordinances and Records.
2.12.150	Abstracts of Papers Filed; Indexes.
2.12.160	Corporate Seal.
2.12.170	Deputy.

2.12.010 Office Created.

The office of the City Clerk is hereby created. The City Clerk shall be an employee of the city in the classified service.

The office of the City Clerk shall be a part of the Finance Department and shall be under the charge and supervision of the Finance Director. (Ord. 15381 §1; January 8, 1990).

2.12.020 Office Location; General Duties.

The City Council shall provide space for the office of the City Clerk. The City Clerk shall have the custody, of all laws and ordinances and shall keep a correct journal of the proceedings of the council. The clerk shall perform such other or further duties as may be required of him or her by ordinances of the city. The Clerk shall also make a monthly report to the council showing the amount appropriated to each fund, and the whole amount of funds drawn thereon, which report shall be spread at large upon the minutes. (Ord. 15381 §2; January 8, 1990; P.C. §2.16.010; Ord. 13496 §1; November 22, 1982; prior Ord. 3489 §27-701, as amended by Ord. 4232; May 5, 1947).

2.12.030 Definitions.

The following definitions for words used in this chapter shall prevail:

Clerk shall mean the City Clerk, or the Deputy City Clerk, if one is appointed.

Record shall mean any book, document, paper, photograph, microfilm, sound recording, magnetic storage medium, or other material regardless of physical form or characteristics, created or received pursuant to law, charter, ordinance or in connection with any official activity involving or relating to the transaction of public business. (Ord. 15381 §3; January 8, 1990: P.C. §2.16.015: Ord. 13496 §2; November 22, 1982).

2.12.040 Custodian of Records.

The clerk shall, after being duly qualified and sworn, take possession of all records belonging to the city and shall keep such records available for inspection during regular office hours. (Ord. 15381 §4; January 8, 1990: P.C. §2.16.020: Ord. 13496 §3; November 22, 1982: prior Ord. 3489 §27-702; July 6, 1936).

2.12.050 Record of Council Meetings; Claims; Licenses.

The City Clerk shall attend the meetings of the council, shall keep a correct record of the meetings of said council, together with all claims against the city that may be filed in the clerk's office. (Ord. 15381 §5; January 8, 1990: P.C. §2.16.030: Ord. 13496 §4; November 22, 1982: prior Ord. 3489 §27-703; July 6, 1936).

2.12.060 Records to Be Kept in Office.

The City Clerk shall permit no original records, public papers, or other documents of the city kept and preserved in the clerk's office to be taken therefrom except by such officers of the city as may be entitled to the use of same, and then only upon their leaving a receipt therefor. (Ord. 15381 §6; January 8, 1990: P.C. §2.16.040: Ord. 13496 §5; November 22, 1982: prior Ord. 3489 §27-704; July 6, 1936).

2.12.070 Prepare Commissions of City Officers.

The City Clerk shall prepare all commissions of city officers, which the Mayor is required to sign, countersign the same, and affix the seal of the city thereto. The clerk shall keep a complete record of all commissions issued and of the official oaths and bonds of all city officers. (Ord. 15381 §7; January 8, 1990: P.C. §2.16.050: Ord. 13496 §6; November 22, 1982: prior Ord. 3489 §27-705; July 6, 1936).

2.12.080 Ordinance Books.

The City Clerk shall keep printed copies of all ordinances of the city with the printer's certificate of publication attached thereto, and shall index the same under their respective heads or titles. (Ord. 15381 §8; January 8, 1990: P.C. §2.16.060: Ord. 13496 §7; November 22, 1982: prior Ord. 3489 §27-706; July 6, 1936).

2.12.090 Copy of Notices.

The City Clerk shall keep a properly indexed book of all notices required to be published or posted by the clerk by order of the council or under the general ordinances of the city. Where publication of notices is required, the printer's affidavit of publication shall be attached thereto. When notices are only to be posted, the clerk's certificate, under the seal of the city, shall be attached thereto, showing that such notice is a true copy of the notice so posted, the number of notices so posted, and the date of posting the same, and whether done by special order of the council, giving the date thereof, or as provided by ordinance. (Ord. 15381 §9; January 8, 1990: P.C. §2.16.070: Ord. 13496 §8; November 22, 1982: prior Ord. 3489 §27-707; July 6, 1936).

2.12.100 Record of Licenses.

The City Clerk shall draw all licenses that may be ordered by the City Council, this code, or by ordinance or resolution of the city. The City Clerk shall keep a record of all licenses issued by the clerk showing the date issued, to whom issued, the period for which the same are issued, and the amount transmitted to the treasurer for the same. (Ord. 15381 §10; January 8, 1990: P.C. §2.16.080: Ord. 13496 §9; November 22, 1982: prior Ord. 3489 §27-708; July 6, 1936).

2.12.110 Issuance and Renewal of Licenses.

The City Clerk shall issue the licenses and permits required by the ordinances of the city, except where otherwise provided by any other provisions of the city ordinances; and upon compliance by the licensee or permittee with all conditions of the ordinances pertaining to the specific license or permit, the clerk shall issue renewals of such licenses and permits without further direction from the City Council. (Ord. 15381 §11; January 8, 1990: P.C. §5.02.020: Ord. 6334 §2; April 16, 1956).

2.12.120 Street Improvement Petitions, Resolutions, Ordinances.

The City Clerk shall keep in a suitable book a record of all petitions under which the council orders public work to be done at the expense of the property fronting thereon, together with all resolutions and ordinances relating to the same. (Ord. 15381 §12; January 8, 1990: P.C. §2.16.090: Ord. 3489 §27-709; July 6, 1936).

2.12.130 Deliver Resolutions and Communications to City Officers.

The City Clerk shall, without unnecessary delay, deliver to the officers of the city and to the members of the City Council, all resolutions and communications referred to those officers or members of that body. The clerk shall also, in the same manner, deliver to the Mayor all ordinances or resolutions under the clerk's charge which may be required to be approved or otherwise acted upon by the Mayor, with all papers upon which the same were founded. (Ord. 15381 §13; January 8, 1990: P.C. §2.16.100: Ord. 13496 §10; November 22, 1982: prior Ord. 3489 §27-710; July 6, 1936).

2.12.140 Providing Certified Copies of Ordinances and Records.

The City Clerk shall furnish, as hereinafter provided, certified copies of all ordinances passed by the council and shall preserve the original in the clerk's office. The clerk shall, upon request of any city officer, attest any copy of any official paper, document, or record presented to the clerk and affix the seal of the city thereto without charge. The clerk shall permit the public to examine and make abstracts and memoranda of records free of charge, during the hours the office of the City Clerk is open for the ordinary transaction of business. However, the clerk shall be entitled to collect a fee payable to the city as established from time to time by executive order of the Mayor for every certificate, with seal affixed, made for private use, and shall be allowed to charge the actual costs for transcribing, photocopying, or copying of all ordinances, papers, records, transcripts on appeal, or council proceedings requested for private use, such costs to be paid by the party ordering the same. (Ord. 15381 §14; January 8, 1990: P.C. §2.16.110: Ord. 13496 §11; November 22, 1982: prior Ord. 3489 §27-711; July 6, 1936).

2.12.150 Abstracts of Papers Filed; Indexes.

The clerk shall endorse the date of filing, together with an abstract of its contents, upon every paper or document filed in the clerk's office; and all books and records kept by the clerk shall be fully and properly indexed. (Ord. 15381 §15; January 8, 1990: P.C. §2.16.120: Ord. 13496 §12; November 22, 1982: prior Ord. 3489 §27-712; July 6, 1936).

2.12.160 Corporate Seal.

The City Clerk shall be custodian of the corporate seal of the City of Lincoln, and shall affix the same to all documents requiring the same. (Ord. 15381 §16; January 8, 1990: P.C. §2.16.130: Ord. 3489 §27-713; July 6, 1936).

2.12.170 Deputy.

The City Council shall by resolution appoint a deputy who in the absence of the clerk, shall be empowered to perform all the duties of the City Clerk. (Ord. 15381 §17; January 8, 1990: P.C. §2.16.140: Ord. 13496 §13; November 22, 1982: prior Ord. 3489 §27-714; July 6, 1936).